PAYMENT RESEARCH IN FFIS

NOTE: If the payment is for a purchase order, begin with GIDT. This table will give you the FFIS document number created in the PRCH to FFIS interface. Take the obligation document number from GIDT and go to DXRF (step 1 below).

If the payment is for travel, begin with TIDT. You will need the Social Security Number and Travel Authorization Number for the traveler. This table will give you the FFIS document number created in the TRVL to FFIS interface. Take the document number from TIDT and go to PVHT (step 4 below).

If you know the document number, but do not know the vendor code:

1. Begin with the DXRF table.
   This table will give you the Vendor Code used in the document.

2. Type "**N"** in the action field and **DXRF** in the screen field and hit <Enter>.
   The action field will automatically change to an "S" (scan).

3. Enter in the document Trans Code and Document Number and hit <Enter>.
   This will give you the Vendor Code that was used.

4. Next, go to the PVHT table.
   Enter "**N**" in the action field and **PVHT** in the screen field and hit <Enter>. This table will give you payment voucher information – specifically, dates accepted, scheduled, and closed.

5. Enter in the complete Vendor Code, Trans Code and Document ID and hit <Enter>.
   Review the document and verify the system shows it paid. If there is no closed date it does not mean a check/direct deposit hasn't been issued. It simply means the manual feed from Treasury to FFIS is not complete. If you are just checking a date and do not need check information, this table should give you this information and no need to go further. If the vendor needs a check number continue with the next couple of steps.

6. Go <Home> (while still on the PVHT screen) and type "**L**" (leaf) in the action field to go to the **VXDD** table. This table will give you the schedule number.

7. Go <Home> and in the action field type "**L**" and in the screen field type **TSCL** and hit <Enter>. This table will give you the check number. The check you are researching will be the first line of the information provided. Please note, there could be a number of lines with the same check number.

8. Go to CHKL. GO <Home> and in the action field type "**N**" and in the screen name **CHKL**. This table will give you detailed information about the check.

If you know the <u>exact</u> vendor code, but do not know the document number*:*

1. Begin with the VXRF table.
   This table will give you all *accepted* documents that use the vendor code you type in.

2. Type “**N**” in the action field and **VXRF** in the screen field and hit <Enter>.

3. Enter in the vendor code you need to look up and hit <Enter>.
   The action field will automatically change to an “R”. This will allow you to page through the documents (this will only be necessary if there is more than a page of documents). Once you find the document you believe is your payment, note the document Trans Code and Document ID number.

4. Next, go to the PVHT table.
   This table will give you payment voucher information – specifically, dates accepted, scheduled, and closed. Type “**N**” in the action field and **PVHT** in the screen field and hit <Enter>.

5. Enter in the complete Vendor Code, Trans Code and Document ID and hit <Enter>. Review the document and verify the system shows it paid. If there is no closed date it does not mean a check/direct deposit hasn’t been issued. It simply means the manual feed from Treasury to FFIS is not complete. If you are just checking a date and do not need check information, this table should give you this information and no need to go further. If the vendor needs a check number continue with the next couple steps.

6. Go <Home> (while still on the PVHT screen) and type “**L**” (leaf) to the **VXDD** table. This table will give you the schedule number.

7. Go home and in the action field type “**L**” in the action field and **TSCL** and hit **<**Enter**>.**
   This table will give you the check number. The check you are researching will be the first line of the information provided. Please note, there could be a number of lines with the same check number.

8. Go to CHKL. Go <Home> and in the action field type “**N**” and in the screen name **CHKL**. This table will give you detailed information about the check.

Helpful Information:

Table Information:

Note - you can only look up information on ACCEPTED documents. If it isn't accepted, the document may be on SUSF on a hold, rejected, scheduled, or pending status.

Header and Line table information:

1. In a document such as an obligation or payment there are two parts. The first is the header. This information includes the vendor code (TIN, name, address/EFT information) and document total. Secondly, is the line. This information includes the budget object code, accounting code, and fiscal year. There can be many lines that make up the document total. A simple example would be:

   a. Account Example: A payment for $1,000.00 is divided between two accounting codes at $500.00 each. In this case there will be two lines.
   b. Fiscal Year example: An obligation for $1,000.00 that uses two budget fiscal years is entered. Two lines will be necessary to obligate $500.00 for FY 1999 and one for $500.00 for FY 2000.
   c. BOC Example: An obligation for $15,000.00 needs to be entered. $10,000.00 is capitalized property, $2,500.00 is software, and $2,500.00 is for miscellaneous supplies. Three line items will be entered.

Note - you can leaf between header and line tables quite freely. Save yourself some time by leafing (Action of "L") instead of re-typing the information.

Vendor Code Suggestion:

A vendor code is actually comprised of two fields. The first, is ten digits long and the second is one digit. The second field is used primarily for the different locations (addresses) for the same vendor. A couple examples, IBM, Dell, Pitney Bowes, etc....

Because these vendors probably have numerous entries, the best way to find the vendor code you need is to type in the TIN on the VEND table. This will allow you to leaf through the many entries. If you do not know the vendor's TIN, begin at the VNAM table. You can type in the name of the vendor and maybe find the TIN.

Table Reference Chart

Table Name:	Information you know (required):	Information it will provide:
DXRF	Trans Code and Document ID Number	This table will provide vendor code, dates, outstanding obligation amount (if inquiring on an obligating document), payments made against obligation (if the payments referenced the obligation).
VXRF	Vendor Code Used in the Document	This will list ALL documents that used this vendor code. This table is continuous. Therefore as the year goes on there will be more and more documents (more documents to leaf through). This table will also give you the acceptance date of the document. This may assist you in finding a particular document if you know when it was processed.
OBLH	Trans Code and Document ID Number	This table is the HEADER for an obligation. It will provide you with the vendor code (name and address) and document total.
OBLL	Trans Code and Document ID Number	This table is the LINE information of an obligation. It will provide you with the account code each line was charged against, the budget object code, the line to reference in a payment document, amount for each line, and budget fiscal year.
PVHT	Vendor Code, Trans Code and Document ID Number	This table is the HEADER information for a payment. It will give you the name and address of the vendor used for the payment, the total amount of the payment, and the acceptance, schedule, and closed date of the document.
VXDD	(Leaf to this table from PVHT)	This will give you the schedule number for the payment you are researching.
TSCH	Fiscal Year, SCHED CAT, & SCHED Number (Leaf to this table from the VXDD)	This is the HEADER table that will give you EFT/check range. Remember there can be a number of payments in a schedule.
TSCL	Fiscal Year, SCHED CAT, & SCHED Number (Leaf to this table from TSCH)	This is the LINE table that will give you the check amounts associated with a schedule.
CHKH/CHKL	Check Number and Disbursing Office	This is the HEADER and LINE table that will give you the check number for your payment. Unfortunately, the information you need is needed for inquiry, therefore the first check of the check range for the particular schedule you are researching is necessary (begin with the TSCH table).

Treasury Offset Program and What it Means to You

If a person (usually a traveler) does not get his full payment from FFIS, it could have been because that person owed money to another government agency. APHIS participates with Treasury in the Treasury Offset Program (TOPS). In this program, before an EFT or check payment is distributed by Treasury, Treasury compared with other government agencies (such as Housing and Urban Development or Internal Revenue Service) to see if the payee owes money to another government agency. If he does, Treasury will withhold the amount owed (up to 90% of the payment due) and remit it to the government agency. The payee will get a check for the difference.

If someone calls and tells you they received only a portion of their payment due (e.g. they vouchered for $652.98 in TRAV and received only $6.53), call the NFC inquiry line at 1-800-421-0323. They will be able to determine if a Treasury offset has taken place.

FFIS will eventually post the offset, but it is currently a manual process and is one month behind. Once posted, you will be able to see the offset by following these guidelines:

- Start on PVHT by getting the record in question. Note if the payment was made by EFT or by check. If there is a check address, the payment was made by check. The full amount vouchered will show up on this and subsequent tables. The only table that shows the amount of the offset is TOPT. All other tables (where there is and amount) show the full amount.
- Leaf to VXDF
- Leaf to TSCL. Print the screen.
- Go to the TOPT table. (Use an action of "**N**"ext.)
- Enter the Check Number, Fiscal Year, SCHED CAT, SCHED Type, and Agency Schedule Number from the TSCL screen print you just did. Enter "03" as the D.O.

This will bring up the social security number of the payee in question and the offset amount. This is the amount that was sent to a government agency for overdue payment.

Remember, the update of the TOPT table is one month behind. So, **do not rely on the system when questioning a recent underpayment**. Call the inquiry line so that they can look it up.

PRCH to FFIS Interface

Transaction Codes: The transaction codes and their descriptions for the PRCH to FFIS interface are listed below.

PRCH Order Type	MO Order	Receipt	Payment Voucher Invoice	Foreign Currency Invoice	OPAC Payable	Standard Voucher
40	GA (MO)	EA (RC)	VA (PV)	RV (PV)	KA (DD)	SP (SV)
41	GB (MO)	N/A	VB (PV	RV (PV)	KB (DD)	SP (SV)
41p	N/A	N/A	VB (PV)	N/A	N/A	N/A
42	GC (MO)	N/A	VC (PV)	N/A	N/A	SP (SV)
43	GD (MO)	N/A	VD (PV)	N/A	KD (DD)	SP (SV)
45	N/A	N/A	VE (PV)	N/A	N/A	SP (SV)

GIDT Table: The table below provides the information necessary to use GIDT for *PRCH obligation and receiver documents* –Trans Codes GA, GB, GC, CD, and EA.

Field	Definition
Key 1	PRCH Purchase Order Number
Key 2	PRCH Line Item
Key 3	PRCH Accounting Line
Key 4	Blank

The PRCH interface overwrites the “GA” in the FFIS document field with “EA” so that subsequent payment vouchers will reference the receipt rather than the obligation.

GIDT Table: The table below provides the information necessary to use GIDT for PRCH payment documents – Trans Codes VA, VB VC, VD, VE, and RV.

Field	Definition
Key 1	PRCH Purchase Order Number
Key 2	“LAST PAYMENT NUMBER”
Key 3	Blank
Key 4	Blank

To determine the next payment voucher payment number, the PRCH Interface creates a GIDT entry with specific information in Key 2. See table above.

GIDT Table: The table below provides the information necessary to use GIDT for PRCH OPAC documents – Trans Codes KA, KB, and KD.

Field	Definition
Key 1	PRCH Direct Disbursement Number (OPAC Bill #) & “SIBAC” & Inv Date (from 420 record)
Key 2	PRCH Purchase Order Number
Key 3	PRCH Line Item
Key 4	PRCH Accounting Line

To determine the next payment voucher document number, the PRCH interface creates a GIDT entry with specific information in Key 2. See table above.

TRVL TO FFIS Interface

Transaction Codes: The transcription codes and their descriptions for the TRVL to FFIS Interface are listed **below:**

Transaction Code	Document Type
XA	TRVL Advance to Employee – Travel Order Document (TO)
XO	TRVL Obligation – Travel Order Document (TO)
XT	TRVL Travel Voucher (TDY) – Travel Voucher Document (TV)
XV	TRVL Travel Voucher (RELO) – Travel Voucher Document (TV)
XP	TRVL Relocation Service Payment Voucher – Payment Voucher Document (PV)
XZ	TRVL Payroll Zap – Cash Receipt Document (CR)
XC	TRVL Cash Receipt (Advance Collection) – Cash Receipt Document (CR)
XN	TRVL Distribution of Cash Balances Voucher – Standard Voucher Document
XE	TRVL HIT/OASDI Matching Agency Expense – Standard Voucher Document
XG	TRVL Guest Treasury Symbol Voucher – Standard Voucher Document
XW	TRVL Withholding Tax Voucher – Standard Voucher Document
XD	TRVL Dummy Advance – Travel Order Document (TO)

The Travel Interface Document Inquiry Table (TIDT) relates all travel documents created for a travel transaction. The TRVL to FFIS interface uses TIDT rather than GIDT.

TIDT Table: The table below provides the information necessary to use TIDT for the TRVL to FFIS interface.

Element	**Description**
SSN	Social Security Number
Auth No	Authorization Number
Agcy	Agency document created in
Type	Four position code identifying types of transactions
Begin Date	Begin date of travel (Not used in obligations)
End Date	End date of travel (Not used in obligations)
Accounting Class	Accounting Structure Code (ACCS) (Obligations only)
BOC	Budget Object Class (Obligations only)
Schd #	Feeder System Schedule Number
Seq #	Sequence number of transaction
FFIS Doc ID	FFIS Trans Code, Trans Number and Line Number
Vendor	FFIS Vendor Code